

# **Travel Grant Proposal 2002-2003**

## **Instructions**

Through the Graduate School Travel Grant Program, graduate students may apply for partial support to cover travel expenses to attend professional meetings and conferences. In fairness to graduate students who plan to travel later in the fiscal year, the Graduate School has established two separate and equally funded award periods: July 1 to December 31 and January 1 to June 30. Early submission of proposals is encouraged since funding for this program is limited. Questions concerning eligibility or other matters relative to this program should be addressed to the Awards Unit (x3426), Suite 303 Bowne Hall.

### **Eligibility Requirements**

To qualify, graduate students must be matriculated, registered as a full-time student (i.e., registered for 12 credits as a graduate student, hold a graduate appointment, or otherwise certified as full-time), have completed at least one semester of graduate study at Syracuse University, and be in good academic standing. Travel support is only available for presentation of work at a conference or creative performance or exhibition. A maximum of one award may be made per student per fiscal year (July 1 to December 31 and January 1 to June 30 combined). Travel grants will normally not exceed \$200, nor will they be granted retroactively.

### **Application Process**

To be considered for a Graduate School Travel Grant, students must submit

- 1) A travel support proposal (see enclosed form), containing the recommendation and signature of the student's Dean, Department Chair or the Graduate Program Director, and
- 2) Evidence of formal inclusion in the conference program (e. g., letter of acceptance of paper or poster or listing in conference program).

The student and recommender will be notified by letter of the proposal's approval or denial. If the proposal is approved, a budget transfer will be made from the Graduate Enrollment Management Center to the student's academic department after travel completion. (Travel receipts will be collected by the academic department and are required for the budget transfer.) A check for the approved amount may be picked up at the department after a budget transfer has been complete.

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Return completed proposal to:

Graduate Enrollment Management Center  
303 Bowne Hall, Syracuse NY 13244-1200

**PART I**

**Graduate Student must complete this section**

Name: Mr./Ms. \_\_\_\_\_ Social Security #: \_\_\_\_\_

Department: \_\_\_\_\_ Department Phone #: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Degree Sought: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Requesting travel support to participate in the following conference to present a paper or to serve as an invited presenter:

\_\_\_\_\_  
Name and Location of Conference\* \_\_\_\_\_ Date of Conference

Estimated expense of travel, lodging and meals: \$ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please attach evidence of participation in the conference program.**

**PART II**

**Dean, Departmental Chair, or Graduate Program Director must complete this section**

Academic Rating of Student by: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Name of Dean, Chair, or Director (circle one)

The graduate student applying for travel support is (please check one):

- Outstanding     Above Average     Average     In Poor Standing

Please comment about why the student deserves a travel grant and indicate if the school/college, department, or program will be providing any travel support for the student.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE; FOR OFFICE USE ONLY**

G.P.A.: \_\_\_\_\_ Date: \_\_\_\_\_ Dissertation: \_\_\_\_\_ Thesis: \_\_\_\_\_ Degree Sought: \_\_\_\_\_

Credits earned: \_\_\_\_\_ Credits carried: \_\_\_\_\_ Last regular term: \_\_\_\_\_ for \_\_\_\_\_ credits.

Comments (include prior travel awards): \_\_\_\_\_